



225 E. Main Street in Mesa, AZ 85201

**UNDERGRADUATE AND GRADUATE
STUDENT ON-CAMPUS EMPLOYMENT
REFERENCE BROCHURE**

**FOLLOW THESE EASY STEPS TO FIND
AN ON-CAMPUS JOB**

1. View web site

<https://benu.csod.com/ux/ats/careersite/6/home?c=benu>

2. Apply online for the chosen position and upload your resume, class schedule and availability.

3. Hiring decisions are made within each department by the hiring supervisor.

4. When hired, please come to the Operations Coordinator, Gillett Hall Front Desk to complete the hiring process. Please see *Hiring Process Instructions* for further details.

NOTE: Students are not eligible for student employment unless they are currently registered for class(es) in the current term OR the next upcoming term.

HIRING PROCESS INSTRUCTIONS

NOTE: Human Resources is unable to process a student worker without a hiring form and acceptable I-9 documentation.

- Hiring Form (provided by hiring supervisor)
- Complete Federal and State Tax Forms (W-4's)
- I-9 documentation - ***A complete list of acceptable documents is available on the reverse side of this flyer. Original documents are required.***
- Complete Slip, Trip & Fall module
- Complete Sexual Harassment & Discrimination module
- Mandated Reporter Training
- View AZ Paid Sick Time Policy
- View AZ Minimum Wage Information

Note: AZ policies located on shared drive
S:\University Info\General
Information\Human Resources

WORK HOURS (NON - INTERNATIONAL STUDENTS)

Undergraduate students may work up to 20 hours per week (maximum number of hours between all positions held) during the fall and spring terms.

Graduate students may work up to 20 hours per week (maximum number of hours between all positions held).

During the winter, spring and summer breaks, undergraduate/graduate student employees may work up to 35 hours per week between all positions held.

**INTERNATIONAL STUDENTS
WORK HOURS AND REQUIRED
DOCUMENTS**

International student employees (undergraduate and graduate) with a current Benedictine University I-20 or DS-2019 may work up to 20 hours per week (maximum number of hours between all positions held).

Undergraduate and graduate international student employees can work up to 35 hours per week (maximum number of hours between all positions held) **only** during the term that is designated as his/her vacation break, and during winter and spring breaks.

Required documents:

- I-20/DS-2019
- F-1/J-1 Visa, Passport, I-94
- Social Security number

PAYROLL

Paychecks are mailed to your home address if you do not have direct deposit.

For your convenience, direct deposit instructions may be obtained from Operations Coordinator, Gillett Hall Front Desk.